



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agency Human Resource Managers, Boards and Commissions

FROM: Kay B. Terry *Kay B. Terry mjt*
State Personnel Administrator

SUBJECT: Merit Lump Sum Payments

DATE: May 20, 2013

Recently, Richard A. Weiss, DFA Director, announced that merit bonuses will be awarded in Fiscal Year 2013. Again, the merit lump sum amounts are as follows:

Exceeds Standards – 4.5%
Above Average – 3.0%
Satisfactory – 1.5%

As these payments must come from FY13 budgets, the Office of Personnel Management has established the following processes to ensure that bonuses are awarded timely and accurately:

- All performance evaluation results must be entered into AASIS, including results for employees with June 23 through June 30, 2013 merit dates.
- AASIS will apply the information to the employee's record. On the June 9 through June 22, 2013 payroll, lump sum payments will be loaded systematically to the employee Additional Payment record (Infotype 15). These payments will be received by the employee on their regular paycheck of June 28, 2013.
- A listing will be sent to each agency reflecting employees in the agency who are eligible for merit payments, but do not have performance evaluation results loaded in AASIS. This information must be entered into the system by June 8, 2013 in order for these employees to receive bonus payments.
- Please be aware that Arkansas Code 21-5-1101 states: *"Management or supervisory personnel who fail to complete annual evaluations of employees under their administrative control shall not be eligible for merit payments"*.

Without the appropriate action on your part, the employees on the agency listing **will not** receive bonus payments.

If you have any questions, please feel free to contact your State Personnel Analyst.